

HUMAN SERVICES COMMISSION
OF SANTA BARBARA COUNTY
BYLAWS
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**HUMAN SERVICES COMMISSION OF SANTA BARBARA COUNTY
BYLAWS**

ARTICLE I: Name

This Commission is known as the Human Services Commission of Santa Barbara County.

ARTICLE II: Jurisdiction

The entirety of Santa Barbara County is served by this Commission.

ARTICLE III: Authorization

The Santa Barbara County Board of Supervisors (“Board”) established the Human Services Commission (“Commission”) in 1977 as a means of complying with Federal statutes and local policies regarding the distribution of Federal, State, and local funds. These statutes mandate public hearings and greater citizen participation in the process of formulating and maintaining a delivery system for nonprofit agencies to render vital human services to persons eligible for such services in Santa Barbara County. The Board created the Human Services Fund from the County General Fund (“HSGF”), and authorized the Commission to make recommendations to the Board regarding the allocation of this fund.

ARTICLE IV: Purpose, Functions and Responsibilities

- A. Commission Purpose: The purpose of the Commission is to advise the Board regarding the establishment, funding and maintenance of an efficient and effective human services delivery system by nonprofit agencies that benefits residents of Santa Barbara County eligible for such services.
- B. Commission Functions and Responsibilities
 - a. The Commission shall:
 - i. convene public hearings to encourage broader citizen participation in the design and delivery of human services by nonprofit agencies;
 - ii. establish priorities for funding nonprofit agencies to deliver human services for the benefit of Santa Barbara County residents eligible for such services;
 - iii. make recommendations to the Board concerning the allocation of grant funds to nonprofit agencies and public entities; and
 - iv. evaluate recipient/funded programs and agencies to determine contract compliance and the degree to which efficient and effective services are being rendered.
 - b. The Commission may:
 - i. conduct human services needs assessments;
 - ii. survey existing services to ascertain their efficiency and effectiveness in meeting identified needs;
 - iii. promote integration, coordination and cooperation among service providers as a means of meeting human needs; and
 - iv. engage in any lawful activity which, in its discretion, will further the fulfillment of its purpose, functions and responsibilities.

C. Administrative Function and Responsibilities

- a. Human Services General Fund Program (“HSGF”) Support: The Human Services Program Administrator (“Administrator”) shall provide general staff assistance to the Commission including administration of all aspects of the HSGF program, shall present Commission funding recommendations regarding the HSGF program to the Board without modification, shall facilitate as needed to secure time on the Commission’s calendar for its work with respect to County programs other than the HSGF program, and shall be responsible for recording the overall actions of the Commission at all Commission meetings and for making such records available to the public. The County CEO shall appoint a County Department to serve as Administrator. The Department Director may delegate the responsibilities of Administrator to one or more Department staff.
- b. Community Development Block Grant (“CDBG”) Support: Staff from the County agency or department that is responsible for programs other than HSGF program, including but not limited to the CDBG programs, shall provide administrative support to the Commission for all aspects of the Commission’s work with such programs, shall present the Commission’s Allocations Committee funding recommendations to the Board without modification, and shall be responsible for detailed recordkeeping regarding the Commission’s work with such program(s) and for making such records available to the public.

ARTICLE V: Membership

- A. Commission Structure and Terms: The Commission shall consist of a maximum of fifteen (15) Commissioners appointed by a majority vote of the Board. Each Supervisor shall recommend three (3) persons for appointment to the Commission. Commencing on the effective date of these Bylaws, newly appointed Commissioners’ terms shall be three (3) years beginning on the date of appointment by the Board and expiring three years from that date. No Commissioner shall serve more than two (2) full, consecutive terms. If a Commissioner reaches the term limit, reappointment to the Commission may occur after an absence of one year. Notwithstanding the above, Commissioners whose terms expire, and whose position has not been refilled by the Board, shall have the option to continue to serve until the Board makes a new appointment or reappointment to the Commission. The Administrator shall notify the recommending Supervisors regarding any Commissioners whose terms are due to expire within ninety days. If a Commissioner resigns before the end of their term, the Administrator will notify the recommending Supervisor of the vacancy and ask if such recommending Supervisor has another interested party to fill the vacated position. The newly appointed Commissioner will begin a new three-year term on the date of appointment. Notwithstanding the terms of office, any Commissioner may be removed at any time by the affirmative vote of three (3) members of the Board.
- B. Meeting Attendance and Absences: Commissioners are expected to attend all regularly scheduled Commission meetings, serve on at least one standing Committee, and routinely participate in Commission matters. In the event a Commissioner anticipates an absence from a regularly scheduled meeting due to a conflicting commitment, illness or other

emergency, the Commissioner must notify the Chair and the Administrator promptly. If a Commissioner is absent from three regularly scheduled Commission meetings in one calendar year, the Chair may advise the appointing Supervisor of such absences and solicit input from the appointing Supervisor and shall confer with the Commissioner to discuss the Commissioner's interest in and commitment to the Commission, and may seek the Commissioner's resignation. Any Commissioner unable to serve shall submit a written letter of resignation to the appointing Supervisor and the Chair.

- C. Compliance with California Conflict of Interest Laws: All Commissioners shall comply with the conflicts of interest provisions set forth in Government Code Sections 1090 et. seq. and in the Political Reform Act (Government Code Sections 81000 et. seq.). If a Commissioner has a question regarding an actual or potential conflict of interest, the Commissioner is encouraged to seek advice from the Fair Political Practices Commission ("FPPC"). The FPPC can be reached by telephone at 1-866-275-3772 or by the internet at www.fppc.ca.gov. In order to avoid a conflict of interest, Commissioners whose agencies intend to apply for Commission funding may not serve on the Allocations Committee.
- D. Statement of Economic Interests: All Commissioners shall file a Statement of Economic Interests (California Fair Political Practices Commission Form 700) upon assuming office, annually, and upon leaving office. Commissioners are subject to Disclosure Categories 1, 2, 3, 4, and 5.
- E. Mileage Reimbursement: Commissioners who submit proper documentation on forms provided by the Administrator shall be reimbursed for mileage costs incurred while on Commission business.

ARTICLE VI: Commission Meetings

- A. Regular Meetings: Regular meetings of the Commission are held on the first Thursday of each month at a physical location centrally located in the County, unless otherwise noticed. The Chair may cancel any regular meeting if the Chair determines that the meeting is not necessary.
- B. Special Meetings: Special meetings of the Commission may be called by the Chair. All agendas for special meetings shall state clearly the purpose of the meeting and comply with applicable provisions of the Ralph M. Brown Act ("Brown Act").
- C. Notice of Meetings: Public notice of each meeting shall state the date, time, location and the agenda for the meeting, and shall be posted according to the Brown Act not less than seventy-two (72) hours in advance of the time of the meeting.
- D. Quorum for Meetings: A quorum shall be required for the Commission to hold a meeting. A simple majority of the currently appointed membership of the Commission shall constitute a quorum; vacancies that may exist in the Commission at any given time shall not be counted in determining the number required to constitute a quorum.
- E. Voting: A simple majority of the Commissioners present at any meeting shall vote affirmatively on an action item in order for that action item to pass.
- F. Mileage: Commissioners may request mileage reimbursement for Commission-related business, such as meeting attendance. Commissioners must complete the County Mileage Log and submit to staff in order to be reimbursed based on the IRS mileage rate, which is

updated annually. Mileage reimbursement will be calculated from the Commissioner's residence or workplace, or from the actual point of departure if it is closer to the destination. Reimbursements will not be provided for travel beginning at a location farther from the destination than the residence or workplace.

ARTICLE VII: Officers, Terms and Duties of Officers, Election of Officers

- A. Officers of the Commission: The officers of the Commission shall be a Chair, a First Vice-Chair, and a Second Vice-Chair.
- B. Terms of Officers: Terms of officers shall be for one (1) year commencing July 1 of each year. A Commissioner may not serve more than two (2) full consecutive terms in any one elected office; provided, however, that a Commissioner may serve again in a previously held office after a one-year break from holding that office.
- C. Duties of Officers: The duties and responsibilities of the officers shall include those usually pertaining to their respective offices, other duties as the Commission may designate, and the following: all officers shall have a working knowledge of The Brown Act, Robert's Rules of Order (Revised) and these Bylaws. The Chair may attend all committee meetings as an ex officio, non-voting Commissioner and shall not serve as chair of any committee other than the Executive Committee if an Executive Committee is created. The First Vice-Chair shall provide parliamentary assistance to the Chair and shall preside as Chair in the absence of the Chair. The Second Vice-Chair shall preside as Chair in the absence of the Chair and First Vice-Chair, and shall implement an orientation program for new Commissioners. The County Administrator also may assist with orientations.
- D. Eligibility for Office: Commissioners who have at least one year of their terms of appointment remaining, or who are eligible for reappointment, are eligible for nomination for election to office; in addition, any Commissioner is eligible for nomination to fill a mid-term vacancy provided that the balance of the nominee's term of appointment is equal to or greater than the balance of the unexpired term of the office to be filled.
- E. List of Candidates: No later than the regular May meeting, the Administrator shall submit to the Commission a list of every Commissioner who is eligible to serve as one or more of the following officers: Chair, First Vice-Chair and Second Vice-Chair. Nominations may be submitted by Commissioners in advance to the Administrator, and nominations also may be made from the floor at the May meeting. All proposed nominations require prior acceptance of the nominee. Nominations will normally be closed at the May meeting.
- F. Election of Officers: Election of officers shall take place at the regular June meeting of the Commission or at some other time as directed by the Chair. If no majority is reached after three (3) consecutive votes are completed regarding any office, the nominee with the least votes shall be stricken from the slate and voting shall continue until one nominee receives a majority of the votes cast for that office. The terms of the incoming officers will begin on July 1.
- G. Officer Vacancies: When a Commissioner notifies the Commission in writing that an office that such Commissioner holds will become vacant, or when a vacancy occurs without written notice, at the next regular meeting of the Commission following the actual occurrence of the vacancy, an eligible Commissioner shall be duly nominated and elected to

fill the vacant office. The newly elected officer shall assume office immediately upon election and shall fill the balance of the unexpired term of that office. If a vacancy occurs in the office of the Chair, the First Vice-Chair shall act as Chair from the time the vacancy occurs until the new Chair is elected.

ARTICLE VIII: Committees

- A. Definition of Committees: Committees shall be defined as either “Standing Committees” or “Special Purpose Committees.”
- B. Appointment and Approval of Committees: The Chair shall submit all appointments to committees to the Commission for approval at the first regular Commission meeting of each fiscal year, or at a day and time set by the Chair, but no later than September 30 of the then-current calendar year. The Chair may consider the status of Committee assignments when appointing new Commissioners to Committees, for example, the Contract Compliance Committee may need to complete its compliance reviews following the grant fiscal year, ending June 30. A majority vote of those present at a duly noticed meeting of the Commission is required for approval.
- C. Standing Committees
 - 1. Designation of Standing Committees: There shall be three (3) standing committees of the Commission: Allocations, Community Relations, and Contract Compliance.
 - 2. Meetings of Standing Committees: Standing committees shall meet at least once annually, but may meet as often as the business of the committees may require. Standing committees are subject to the Brown Act.
 - 3. Composition of Standing Committees: Each standing committee shall consist of one Commissioner representing each supervisorial district.
 - 4. Approval of Commission for Actions of Standing Committees: All proposed actions of each standing committee (except Allocations Committee funding recommendations) shall be submitted to the full Commission before said action is taken.
- D. Standing Committee Purposes:
 - 1. Allocations Committee:
 - a. The purpose of the Allocations Committee is to make funding recommendations for the Federal CDBG Public Services and local HSGF programs. The Allocations Committee shall review grant applications in accordance with Commission priorities and conduct applicant interviews. The Allocations Committee shall follow written procedures that are adopted by the Commission or as may be directed by the Administrator pursuant to County application process and/or funding requirements.
 - b. Following the application review and interview process, the Allocations Committee shall convene to make funding recommendations, which the Administrator shall forward to the Board of Supervisors for final funding awards at a regularly-scheduled Board of Supervisors meeting.
 - c. The Committee may, from time to time, be asked to assist with County

community needs analyses and grant funding processes for other County programs.

- d. [In order to avoid a conflict of interest, Commissioners whose agencies intend to apply for Commission funding may not serve on the Allocations Committee.](#)
 2. **Contract Compliance Committee:** The Contract Compliance Committee's purpose is to monitor HSGF grantee performance and to ensure compliance with grant contract obligations. The Contract Compliance Committee shall submit recommendations to the Administrator to investigate possible grantee non-compliance and shall make reports and recommendations regarding the related grant(s) to the full Commission. The Contract Compliance Committee shall follow written procedures that are adopted by the Commission. The Administrator will monitor CDBG awards for compliance with regulatory requirements.
 3. **Community Relations:** The Community Relations Committee's purpose is to communicate with the public about the activities of the Commission. The Committee shall communicate with the Administrator regarding information to share with the public. All information posted shall conform with the policies of the County. The Community Relations Committee shall draft Community Relations guidelines to be approved by the Commission. The Administrator may create a media presence representing the Commission and its activities as authorized by the County CEO's Office, and will post information to the site(s) as recommended by the Chair of the Community Relations Committee or the Commission Chair.
- E. **Special Purpose Committees**
1. **Establishment of Special Purpose Committees:** Special purpose committees may be established from time-to-time by majority vote of the Commission, in order to accomplish a specific, non-recurring goal that the Commission may identify.
 2. **Application of Brown Act to Special Purpose Committees:** Special purpose committees are not subject to the Ralph M. Brown Act, provided that they are comprised of less than a quorum of the full Commission and are comprised only of Commissioners of the Commission.
 3. **Composition of Special Purpose Committees:** A special purpose committee shall have three (3) or more Commissioners. Commissioners of a special purpose committee may volunteer or may be appointed, subject to approval by the Commission. All supervisorial districts need not be represented on special purpose committees.
 4. **Meetings of Special Purpose Committees:** A special purpose committee, once formed, must meet at least once, but may meet as often as the committee's business may require.
 5. **Reports of Special Purpose Committees to the Commission:** For so long as a special purpose committee exists, a Commissioner of the committee shall report to the full Commission at each Commission meeting regarding the committee's activities.
 6. **Approval of Commission for Actions of Special Purpose Committees:** All proposed actions of each special purpose committee (such as disseminating information, holding public forums or making endorsements) shall be submitted to the full Commission for

approval before said action is taken.

F. Committee Administration

1. Election of Convener/Chair and Vice-Chair: The first act of each committee shall be the election of a committee convener or chair by majority vote of the voting Commissioners of that committee.
2. Administrator Participation: The Administrator or a designated staff member shall participate in each meeting of all standing and special purpose committees; the Administrator or designated staff member shall serve in advisory/administrative capacities only and shall not be entitled to vote.

ARTICLE IX: Amendment/Repeal of Bylaws

- A. Process for Amendment/Repeal: These Bylaws may be amended or repealed by a two-thirds (2/3) majority vote of the full Commission at a regular or special meeting of the Commission. Proposed amendments must be provided in writing to every Commissioner of the Commission at least seven (7) days in advance of the meeting.
- B. Effective Date: Amendments shall become effective upon concurrence by County Counsel and Risk Management, and execution by the the Community Services Department Director.

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ARTICLE X: General Provisions

- A. Compliance with Laws: The Commission shall comply with all applicable County, State and Federal laws and regulations.
- B. Ralph M. Brown Act: The Commission is subject to the Brown Act.
- C. Proxy: No Commissioner may vote by proxy.

"COUNTY"
COUNTY OF SANTA BARBARA
a political subdivision of the State of California

APPROVED AS TO FORM:
RACHEL VAN MULLEM
COUNTY COUNSEL

By: _____
Deputy County Counsel

APPROVED AS TO CONTENT:
COMMUNITY SERVICES DEPARTMENT

By: _____
Jesús Armas, Director
Community Services Department

APPROVED AS TO FORM:
CEO/RISK MANAGEMENT

By: _____
Marisa Kahn
Risk Manager

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By: _____ ¶
Laura Capps, Chair ¶
Board of Supervisors ¶
Board of Supervisors ¶
ATTEST: ¶
MONA MIYASATO ¶
CLERK OF THE BOARD Date: _____ ¶
¶
By: _____ ¶
Deputy Clerk ¶
¶

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Deleted: MULLEN
Deleted: BETSY M. SCHAFFER, CPA
Deleted: AUDITOR-CONTROLLER
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Deleted: COUNTY EXECUTIVE OFFICE
Deleted: Greg Milligan